

## KNOX COUNTY COMMISSION

### Regular Meeting

Tuesday – October 9, 2018 2:00 P.M.

A regular monthly meeting of the Knox County Commission was held on Tuesday, October 9, 2018, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

**Commission members present were:** Carol L. Maines, Commissioner District #1 and Richard L. Parent, Commissioner District #2. *Absent: Sharyn L. Pohlman, Commissioner District #3.*

**County staff present included:** County Administrator Andrew Hart and Administrative Assistant Wendy Galvin, Airport Manager Jeffrey Northgraves, Finance Director Kathy Robinson, Michael Dean IT Administrator, Jail Administrator John Hinkley and Sheriff Donna Dennison, Chief Deputy Tim Carroll, Lieutenant Patrick Polky, EMA Director Ray Sisk, Communications Director Linwood Lothrop and Assistant Communications Director Wally Tower.

**Absent:** District Attorney Jon Liberman

**Others in Attendance:** Dorothy Meriwether, Spruce Head.

### Regular Meeting – Agenda

Tuesday – October 9, 2018 – 2:00 P.M.

**I. 2:00 Meeting Called To Order**

**II. 2:10 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.

**III. 2:25 Consent Items**

1. Approve Consent Items as Presented:
  - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
  - ii. Minutes of Regular Commission Meeting of August 14, 2018.
  - iii. Monthly Written Departmental Reports.
  - iv. Reserve Withdrawals.

**IV. 2:30 Action Items**

1. Act on Approval of the Transfer of Forfeited Assets in the form of \$2,568.00 (*or any portion thereof*) to Knox County in the *State of Maine v. Kimberly Reynolds*.
2. Act to Authorize the County Administrator to Sign the New 4-Year Contract with Cape Air (attached final with Cape Air signature and red-lined version).
3. Act to Authorize County Administrator to Approve, Sign and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2019.

**V. 2:50 Discussion Items**

1. Update on Jail Security Electronics Control Project Update.
2. Update on Cupola Copper Roof/Downspout Replacement Project.
3. Update on Jail HVAC Repair/Replacement Project.

**VI. 3:00 Other Business**

**VII. Adjourn**

**I. Meeting Called to Order**

Commission Maines called the special meeting of the Knox County Commission to order at 2:00 P.M.

**II. Public Comment:**

Public Comment during other portions of the meeting will only be granted by permission of the chair.

**IV. Consent Items:**

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of September 11, 2018.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- *A motion was made by Commissioner Parent to approve the consent items as presented. The motion was seconded by Commissioner Maines. A vote was taken with all in favor.*

## V. Action Items:

1. **Act to Approve the Transfer of Forfeited Assets in the form of \$2,526.00 (or any portion thereof) to Knox County in the State of Maine v. Kimberly Reynolds.**

This approval of this transfer, which will be signed by the Chair, allows the State to be able to transfer the above stated assets. By signing and returning the approval letter to the State, this does not guarantee that the County will receive the assets, in whole or in part, but lets the State's Attorney General's Office know that the County will accept the funds if offered.

- *A motion was made by Commissioner Parent to Act to Approve the Transfer of Forfeited Assets in the form of \$2,526.00 (or any portion thereof) to Knox County in the State of Maine v. Kimberly Reynolds. The motion was seconded by Commissioner Maines. A vote was taken with all in favor.*

2. **Act to Award the Bid for Jail Medical Services**

The Jail Medical Services bid was sent to seven (7) vendors. One (1) bid was received from Quality Choice Correctional Healthcare (QCCH).

- *A motion was made by Commissioner Parent to Act Award the Bid for Jail Medical Service to Quality Choice Correctional Healthcare (QCCH) for three (3) years. The motion was seconded by Commissioner Maines. A vote was taken with all in favor.*

3. **Act to Authorize the County Administrator to Sign the New Four (4) Year Contract with Cape Air (attached final with Cape Air signature and red-lined version).**

US DOT has awarded the EAS contract to Cape Air for another 4 years. This new agreement adjusts the fees paid to Knox County and updates the insurance language to match recent inputs from legal.

Dept of transportation did award a 4 year contract.

- *A motion was made by Commissioner Parent to Act to Authorize the County Administrator to Sign the New 4 Year Contract with Cape Air (attached final with Cape Air signature and red-lined version.) The motion was seconded by Commissioner Maines. A vote was taken with all in favor.*

4. **Act to Authorize County Administrator to Approve, Sign, and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2019.**

Currently the FAA has extra 'omnibus' funding for AIP projects available in 2019 and 2020. If we are able to get the additional funding, we are expecting a little over \$2M in those two years to expedite the pavement repairs and support the AIP authorized paving to facilitate a new hangar area south of the terminal. If we do not get the additional funding, the 2019 project will be \$1M of entitlement funding to do the most severe pavement repairs.

- *A motion was made by Commissioner Parent to Act to Authorize the County Administrator to Approve, Sign, and Execute Grant and Project Documents Associated with the FAA Airport Improvement Program (AIP) Grants for 2019. The motion was seconded by Commissioner Maines. A vote was taken with all in favor.*

**VI. Discussion Items:****1. Update on Jail HVAC project.**

Not a lot is happening with the Jail HVAC project right now. There was a discussion with SMRT's HVAC engineer who came up with plan, including budget figures for the project.

**2. Update on the Courthouse HVAC Repair/Replacement Project.**

The Chiller, Pipe Insulation, completion of the Controls and Ceiling is being addressed. No completion date has been given. Administrator Hart will have to do a walk through with Project Manager Gary Robinson and create a "punch list".

**VII. Other Business:**

- There were no Reserve Withdrawals for the October 9<sup>th</sup> meeting.
- SHAPE Recertification - Mary Matthews from the Department of Labor arrived in September to view all training records, and inspected different items (ie.GFI outlets near a water cooler) with each department. Overall, she was very pleased with the visit. There are some minor items that need to be addressed. Mary will be arriving on November 15<sup>th</sup> to make sure the problem areas were taken care of.
- Spirit of America Awards will take place at the November 13<sup>th</sup> Regular Commission Meeting.
- Public Hearing for the Budget on Thursday, October 18<sup>th</sup> @ 5:00 P.M.

**XI. Adjourn**

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Maines. A vote was taken with all in favor.*

The meeting adjourned at 2:29 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Commission will approve these minutes at their regular meeting held on November 13, 2018.**